



DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
SOUTHEASTERN MENTAL HEALTH AUTHORITY
JOB OPPORTUNITY

Mental Health Assistant 2 – Assertive Community Treatment (ACT) Program

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: LATERAL TRANSFER LIST HAS BEEN CLEARED
ALL OTHER QUALIFIED APPLICANTS MAY APPLY

Location: 401 W. Thames Street, Bldg. 301, Norwich, CT

Job Posting No: SM026070

Hours: 1st shift, 8:00 a.m. – 4:30 p.m., Every other weekend, (Full-time, 40 hours/week)

Salary: \$53,653.00 to \$71,725.00 (Annually)

Closing Date: November 15, 2016

Eligibility Requirement: This is a competitive classification. Candidates must have applied for and passed the Mental Health Assistant 2 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Duties may include but not limited to: Participates in assessment and linkage to community services; teaches/role models skills needed to manage independent community living along with providing targeted case management interventions to assigned case load; monitors clients self-administration of medications; participates in community outreach which would include crisis intervention and family contact in home settings; identifies and accesses wide range of community resources; participates as a liaison to community agencies; makes arrangements for outpatient appointments; keeps clinical treatment team informed of observations made during client contacts; may co-lead psycho-social rehab groups; provide support through verbal communication when necessary; may problem solve with clients in the community; enter data into the electronic health record; completes required clinical documentation including but not limited to Functional Assessments, Person Centered Recovery plans, Encounter Notes and participates in supervision as scheduled; other duties as assigned.

Special Requirements: Incumbents in this class must possess and retain a valid driver's license and will be required to travel.

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

Application Instructions: Due to the large number of applications received, it is extremely important to note the **Position Number (found on the posting)** at the bottom of Page One of the State of Connecticut Application for Examination or Employment ([CT-HR-12](#)).

To be considered for this position:

1. **All applicants** must complete a State Employment Application for Examination and Employment ([CT-HR-12](#)). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

PLEASE SEND APPLICATIONS TO:
Arnetia Douglas, Facility HR Director
Southeastern Mental Health Authority
401 West Thames Street, Building 301, Norwich, CT 06360
Phone: (860) 859-4651 - FAX: (860) 859-4792
Email: MHA-SMHA-RECRUIT@ct.gov

The State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. **NP-6**